

YOUNG ENTERPRISE JOB DESCRIPTION

Programme Lead (Projects & Events)

Job Title	Programme Lead (Projects & Events)
Department	Scotland
Salary	£27,000 - £29,000
YE Pay Grade	4
Hours	Full Time
Reporting to	Head of Scotland Operations
Duration	12 months fixed term
Direct Reports	None
Location	Remote / Hybrid
Main Job Purpose	To lead the coordination and delivery of Young Enterprise Scotland's funded projects, volunteer engagement activity and events programme, ensuring effective operational delivery, strong volunteer experiences and successful execution of regional and national events. The role provides flexible delivery capacity across the Scotland operation and supports the delivery of funded programmes and strategic priorities throughout the year <u>Summary Responsibilities</u> • Responsible for Scotland-wide volunteer coordination activity. • Responsible for planning and delivery of Scotland Finals and major events. • Responsible for delivery of funded projects and project-specific outputs. • Works with volunteers, schools, funders and external partners across Scotland.

Key Tasks

Volunteer Management & Engagement

- Lead volunteer recruitment, onboarding and engagement activities.
- Coordinate Local Area Team support and volunteer communications.
- Maintain volunteer records and tracking processes.
- Oversee PVG processing and associated compliance requirements.
- Deliver volunteer recognition and retention initiatives.

Projects & Funded Programme Delivery

- Lead the delivery of funded projects and non-core programme activity.
- Coordinate delivery of activities such as Careers Insight Days, Learn to Earn and other grant-funded initiatives.
- Ensure project outcomes and funding requirements are achieved.
- Monitor project performance and identify delivery risks and mitigations.
- Support programme development and improvement activities.

Events Management

- Lead planning and delivery of Scotland Finals and other national events.
- Coordinate regional finals, trade fairs and programme events.
- Manage event planning, logistics, volunteer involvement and stakeholder communications.
- Ensure events are delivered safely, effectively and within budget.

Marketing & Communications Support

- Coordinate Scotland social media planning and content gathering.
- Liaise with external marketing support and UK marketing colleagues.
- Promote programmes, volunteers, events and participant success stories.

Key Tasks

Operational Support

- Provide flexible support across the Scotland operation during peak delivery periods.
- Support delivery of Company Programme and Team Programme activities where required.
- Contribute to operational planning and organisational improvement initiatives.

Compliance & Safeguarding

- Ensure compliance with safeguarding, health and safety and organisational requirements.
- Maintain accurate operational and volunteer records.

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

Skills/ Attributes/ Knowledge/ Experience

Essential	Experience of delivering projects, events or programme activity.
	A high level of self-motivation and the ability to inspire and motivate others.
	An awareness of safeguarding and a willingness to undertake training and ensure YE's safeguarding policy is adhered to at all times.
	Ability to build and nurture strong relationships with internal and external stakeholders.
	Excellent interpersonal, administration, and organisational skills.
	Strong communication, negotiation and team working skills.
	Confident user of IT packages and willingness to learn new systems when and if required.
	Experience of maintaining systems and processes.
	Confidence to work on own initiative but ensuring that internal and external parties are consulted and kept up to date.
Desirable	Experience of working in the charity or not for profit sector.
	Experience of event management.
	Experience of recruiting, managing, supporting and motivating volunteers.
	Knowledge of Scottish education or youth programmes.

Young Enterprise Core Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.

Keeping Young People Safe

Safeguarding (including Child Protection in Scotland) is the action taken to promote the welfare of children and vulnerable adults and protect them from harm and abuse.

At Young Enterprise, we take our commitment to safeguarding and child protection seriously and are dedicated to promoting the welfare of children, young people and vulnerable adults. We design our roles, programmes and services with safeguarding in mind, conduct appropriate pre-employment checks on new employees in line with safeguarding legislation across Scotland, England and Wales, and ensure that our people have the knowledge and skills required to undertake their role safely. Colleagues are supported to regularly refresh their safeguarding training and awareness.

All successful applicants for eligible roles that involve contact with young people will be required to undertake the appropriate pre-employment safeguarding checks. In Scotland, this includes membership of the Protecting Vulnerable Groups (PVG) Scheme managed by Disclosure Scotland for roles involving regulated work with young people or protected adults. Young Enterprise may also carry out periodic safeguarding checks in accordance with organisational policy. All employees and volunteers are expected to follow Young Enterprise's safeguarding procedures, including maintaining appropriate professional boundaries, adhering to safe working practices, and complying with supervision and lone working arrangements.

In line with the Rehabilitation of Offenders Act 1974 and associated legislation across the UK, a disclosure containing information about previous convictions will not necessarily disqualify an individual from working with us. Any information disclosed will be considered fairly, proportionately and in accordance with the requirements of the role, our safeguarding responsibilities, and relevant legislation, including the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) provisions applicable in Scotland.

If you have any questions, please contact the Young Enterprise HR Team at hr@y-e.org.uk.